

**Your group / charity's name/ logo/ registration number**

**CHILD PROTECTION STATEMENT FOR Your group / charity's name**

**CHILD PROTECTION REPRESENTATIVES:** Name(s) of your reps

Any organisation providing services or activities for children and young people under the age of 18 must have a Child Protection Statement. This is a statement of intent that demonstrates a commitment to safeguard children involved in this project from harm.

**Your group / charity's name** has a legal and moral duty to create and maintain the safest possible environment for children and young people to enjoy sports, arts and other recreational, social and leisure pursuits provided by our organisation. We have a Child Protection Statement and reporting procedure in place, as well as a designated Child Protection representative.

**OBJECTIVES**

1. To ensure that all staff and volunteers working with children and young people are carefully selected, understand and accept responsibility for the safety of children and young people in their care.
2. To raise awareness of protection issues amongst community voluntary groups, clubs and organisations that offer recreational activities.
3. To ensure that the child's welfare is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering activities.
4. To respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
5. To monitor and review the effectiveness of this policy on a regular basis.

A child protection statement makes it clear to all what is required in relation to the protection of children and young people.

The Child Protection Representative must ensure that all trustees, staff and volunteers have read and understood this policy.

## Child Protection Policy for Your group / charity's name

This document is the Child Protection Policy for *Your group / charity's name*, which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

### 1. Aim of Policy

The aim of this policy is to ensure the safety of children and young people by making sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all children and young people.

### 2. Responsibilities

All individuals within the organisation have a responsibility to be aware of this policy and to be clear about procedures for reporting any suspicions that they might have concerning child protection.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with the organisations designated child protection representative.

### 3. Principles upon which the Child Protection Policy is based.

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.
- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

### 4. What is abuse?

The primary categories of child abuse:

#### 4.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

#### 4.2 Female genital mutilation (FGM)

Is illegal in the UK. It's also illegal to take a British national or permanent resident abroad for FGM or to help someone trying to do this.

The maximum sentence for carrying out FGM or helping it to take place is 14 years in prison.

FGM is any procedure that's designed to alter or injure a girl's (or woman's) genital organs for non-medical reasons.

It's sometimes known as 'female circumcision' or 'female genital cutting'. It's mostly carried out on young girls. FGM procedures can cause severe bleeding, infections, problems with giving birth later in life- including the death of a baby.

#### 4.3 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

#### 4.4 Bullying

- Hurting another person, or group, on purpose, more than once
- Bullying can involve using violence, hurtful words or ganging up to make another person feel helpless
- It can happen face-to-face or through the internet

It is advised that all activity groups and organisations who provide services for children have an anti-bullying policy, which is available to all staff, children and their parents

#### 4.5 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. This may include non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### 4.6 Child Sexual Exploitation

Sexual exploitation of children and young people under 18yrs involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

#### 4.7 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### 5. Code of Conduct

- 1) Make sure all the following have read and understand the Child Protection Policy and Procedure to report child protection cases appropriately: Trustees of the **Your group / charity's name**, members of the **Your group / charity's name**, staff and volunteers working for **Your group / charity's name**.
- 2) Ensure that all trustees, staff and volunteers who work with or have responsibility for, children and young people are checked by the Disclosure and Barring service (DBS)
- 3) To exercise a "Duty of Care". If trustees, staff or volunteers have concerns about the possible abuse of a child or young person, or where a disclosure has been made, this must be reported as a *Duty of Care* responsibility.
- 4) To ensure trustees, staff and volunteers who work with or have responsibility for children and young people are supervised during a designated probationary period with ongoing regular supervision opportunities.
- 5) Trustees, staff and volunteers must ensure that the safety of children and young people in their care is maintained at all times.
- 6) Ensure activities with children and young people involve more than one adult being present or at least within sight or hearing of others.
- 7) Be aware of the possible implications of physical contact with young people (dancing/games).
- 8) Seek the permission of parent/ guardian before using photographs/ images of children and young people.
- 9) Remember someone might misinterpret your actions and your comments no matter how well intentioned.
- 10) Treat everyone with respect. Don't promise confidentiality when it cannot be upheld.
- 11) Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like.
- 12) Create an environment where young people are encouraged to talk about themselves, their lives and any concerns they may have – listen to them.
- 13) Recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- 14) Provide an example you wish others to follow.
- 15) Respect rights to personal privacy.
- 16) Ensure that there is separate sleeping accommodation for leaders and male and female young people on residential and ensure all reasonable precautions are taken to protect young people from 'outsiders'.

#### DO NOT

- 17) Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying and racial taunts).
- 18) Jump to conclusions.
- 19) Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people such as tantrums or crushes. Think about your own behaviour.
- 20) Exaggerate or trivialise child abuse issues.
- 21) Show favouritism to any individual.

- 22) Make suggestive remarks or gestures.
- 23) Rely on your good name to protect you.
- 24) Believe 'it couldn't ever happen to me' (both dealing with abuse or being accused of).
- 25) Take children to your home or on a car journey, however short.
- 26) Add children or young people to any social networking sites that you belong to.
- 27) DO NOT APPROACH A SUSPECTED ABUSER YOURSELF.

## 6. What to do if children talk to you about, or you suspect, abuse

If you are worried or concerned about anyone under 18, who you think is being abused or neglected. Or that a child and their family need help and support, then please pick up the phone and ring Family Connect.

**Family Connect Team 01952 385385**

**Monday to Friday 9am – 5pm**

**Emergency Duty Team 01952 676500**

**Monday to Sunday After 5pm**

Reports can also be made online via [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk) by clicking on the icon "Are you concerned for a Child"

If you believe a criminal offence has been committed you can contact West Mercia Police on 0300 333 3000 or 101

In an emergency always dial 999

- a) The person making the report should inform the designated representatives who will keep a record of the incident for information on file to which designated representatives *only* have access.
- b) If an allegation is made to a trustee, volunteer or staff member or there is a suspicion of abuse then the volunteer/staff member should inform the child protection representative as soon as possible. Do tell any trustee, staff or volunteer workers they will be given support and afforded protection.

## DO

1. Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
2. Listen carefully to the child.
3. Tell the child they are right to tell you.
4. Reassure them that they are not to blame.
5. Be honest about your own position, who you have to tell and why.
6. Tell the child what you are doing and when, and keep them up to date with what is happening.
7. Take further action – you may be the only person in a position to prevent further abuse – contact Family Connect and tell your Child Protection Representative immediately.
8. Write down everything factually, that was said and done.

## DO NOT

1. Make promises you cannot keep.
2. Directly question the child – it is not your job to carry out an investigation. This will be up to the Police and Social Services, which have experience of this.
3. Cast doubts on what the child has told you, don't interrupt or change the subject.
4. Say anything that makes the child feel responsible for the abuse.
5. Do nothing – make sure you contact Family Connect for further advice

Remember, you always have a duty to make sure concerns are reported, so that appropriate action can be taken.

***It is important for trustees, staff and volunteers to avoid making assumptions and discussing concerns indiscriminately.***

***Confidentiality, and respect for the child involved, is of the utmost importance.***

## **7. Keeping a record**

### Information required

In the event of suspected child abuse or disclosure from a child be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Name of child.
- Parent's/ carer's details.
- The child's address.
- Relevant phone numbers.
- What is said to have happened, or what was seen.
- When it occurred.
- Who else was present?
- What was said by those involved?
- Whether there was any actual evidence, e.g. bruises, bleeding or changed behaviour.
- Who has been told about it?
- Who was concerned?
- Was the child able to say what happened?

## **8. Recruitment and Training**

**Your group / charity's name** will ensure that all trustees, staff and volunteers whose roles include working with children and young people adults are carefully selected, are DBS checked (please refer to Appendix A for further details about DBS checks), trained and supervised.

Ensure that all trustees, staff and volunteers who work with or have responsibility for, children and young people undertake the '*Raising Awareness in Safeguarding*' training course provided by the [Telford & Wrekin Safeguarding Children Board](#).

All staff and volunteers will have a supervised probationary period of three months with regular supervision thereafter.

## **9. Monitoring**

**Your group / charity's name** will review the effectiveness of this child protection policy on an annual basis (or more regularly if we identify any non-compliance or problem concerning child protection issues). We will take remedial action if we discover non-compliance under this policy or barriers to its implementation.

## **10. Local Contacts**

Contact the Family Connect Team on **01952 385385**

\*If you have a concern that requires advice before action is taken out of 'normal working hours' then contact the Emergency Duty Team on **01952 676500** or contact West Mercia Police on **0300 3333 000**

**This policy was adopted by Your group / charity's name**

**Signed..... on behalf of Your group / charity's name**

**Print name.....**

**Position..... Date.....**

**Useful Contacts/Numbers**

Family Connect - 01952 385385

NSPCC Helpline (24hr) –0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

Childline – 0800 1111

West Mercia Police – 0300 3333 000

Child Trafficking and Advice Centre – 0800 107 7057

Axis (for adult survivors of sexual abuse) – 01952 278000 / 01743 357777

Stop it Now – 0808 1000 900

Respect Helpline (for perpetrators of domestic abuse) – 0808 802 4040

Prevent radicalisation – 01386 591835 [www.westmercia.police.uk/article/7818/Prevent---Play-your-part](http://www.westmercia.police.uk/article/7818/Prevent---Play-your-part)

For further information view the website: [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk)

DBS checks can be carried out by:

Acorn Direct http: [www.acorndirect.org.uk](http://www.acorndirect.org.uk)

Disclosure and Barring service: [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview)

May 2017 update: Childline have launched their new app – ‘For me’ – which is designed to counsel young people via their smartphone.

‘For me’ enables young people to access Childline’s online services through their mobile devices.

These services include: 1-2-1 chat with a counsellor; ‘Ask Sam’ problem pages; and ‘Private Locker’ – a personal area where young people can track their mood and write down their thoughts.

*This information has been added to the ‘I am a child or young person’ section on the [TWSCB website](#), and further information on ‘For me’ can be found on Childline’s [website](#).*

## APPENDIX A: DISCLOSURE AND BARRING CHECKS (DBS) GUIDANCE

The Disclosure and Barring Service (DBS) provides two levels of disclosures which are of relevance to employers ([standard and enhanced disclosures](#)), and one or other must be sought with respect to all candidates who seek to work with children.

The requirement to seek an enhanced DBS disclosure currently applies to all those who employ, or use volunteers, in types of activity called 'Regulated Activity and other Work with Children'.

The term covers anyone working closely with children or vulnerable adults, either paid or unpaid, on a frequent, intensive or overnight basis. Frequent means once a week or more (except in health or personal care services where frequent means once a month or more); intensive means on four days or more in a single month; and overnight means between 2am and 6am (even once).

Regulated activity can include, but is not limited to:

- Teaching, training or instruction, care or supervision of children;
- Providing advice or guidance wholly or mainly for children, which relates to their physical, emotional or educational wellbeing;
- Any form of treatment or therapy provided to children;
- Driving a vehicle that is being used only for the purposes of conveying children and their carers;
- Working in a specified place - this may include catering, cleaning, administration and maintenance staff - in schools, pupil referral units, children's homes, children's hospitals, detention centres for children, children's centres;
- Roles providing personal care
- Registered childminding
- Fostering and Private Fostering;
- Specified Roles i.e. an activity that involves people in certain defined positions of responsibility (e.g. school governor, trustees of certain charities);
- Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children;
- Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers.

Employers should make a judgement about suitability to work with children, taking into account only those offences which may be relevant to the post in question. In deciding the relevance the following should be considered:

- The nature of the appointment;
- The nature and the circumstances surrounding the offence;
- The age at which the offence took place;
- The frequency of the offence; and
- Whether the individuals circumstances have changed since the offence.

The employer should have a written policy relating to the employment of ex-offenders and the risk assessment/judgment process in the light of positive DBS disclosures – i.e. offence or intelligence disclosure.



Each agency must have a nominated 'human resource' or service manager whose responsibilities include reporting to the Disclosure and Barring Service and the relevant professional body, any member of staff who (following an enquiry) it concludes to be unsuitable to work with children.

### **Criminal Record Disclosure for Overseas Staff**

The same checks should be made on overseas staff as for all other staff, including DBS checks.

Where an individual has lived outside of the UK for a period of time it is important that you take necessary steps to gather evidence to prove their good conduct whilst living outside of the UK. This may include obtaining a certificate of good conduct and any other reference and/or checking the individual's overseas criminal record via the embassy or High Commission of the country in question.

It is possible to submit a DBS application while the applicant is overseas but it is important to remember that the DBS cannot access criminal records held overseas. Therefore a criminal record check may not provide a complete picture of an individual's criminal record.

In a small number of cases, overseas criminal records are held on the Police National Computer and these would be revealed as part of a criminal record check. However it is still necessary to verify the identity of the overseas applicant.

Further information can be found on:

- [Home Office Guidance on Criminal Records Checks for Overseas Applicants](#)
- [CNPI Employer Guidance on Overseas Criminal Record Check](#)

### **Persons Prohibited from Working/Seeking Work with Children**

Anyone who is barred from work with children in a regulated position, as set out in Section 36 Criminal Justice and Court Act 2000, is committing an offence if they apply for, offers to do so or accept any work in any of the regulated positions as set out in the Act and the Police must be informed without delay of the individual's attempt to seek employment.

It is also an offence for an employer knowingly to offer work in a regulated position, or to produce work in a regulated position for an individual who is disqualified from working with children, or fail to remove such an individual from such work.